AIRCRAFT DISPATCHER

UNIT 6 – AIRSPACE COORDINATION

INSTRUCTIONS TO THE INSTRUCTOR

A knowledgeable instructor is required for this unit. Contact your agency National Airspace Coordinator for a list of qualified instructors.

Read the Interagency Airspace Coordination Guide, Chapter 2 for additional information.

The instructor needs to secure sectionals for students to review during the *Complete Airspace Review* video.

NOTES

DETAILED LESSON OUTLINE

COURSE: Aircraft Dispatcher

UNIT: 6 – Airspace Coordination

TIME: 3 hours

TRAINING AIDS: Overhead projector or computer with CD-ROM and LCD
                    projector; projection screen; VCR; flip chart, markers,
                    masking tape or tacks; various sectionals; Interagency
                    Airspace Coordination Guide; *Complete Airspace Review*
                    King video segment; AP/1B Charts and Book, *Near Mid-Air
                    Collision* video

OBJECTIVES: Given a simulated wildland fire incident, case study or
                    exercise, students will be able to:

- Locate information concerning basic airspace,
  Temporary Flight Restrictions (TFRs) and advisory
  Notices to Airmen (NOTAMs), airspace conflicts, and
  temporary towers in the Interagency Airspace
  Coordination Guide.

- Identify six types of Special-Use Airspaces (SUAs)
  and two types of Military Training Routes (MTRs).

- Complete the TFR process.

- Identify the tools used in airspace coordination.

OUTLINE	AIDS & CUES
INTRODUCE UNIT 6.	06-01-ACDP-EP
PRESENT THE UNIT OBJECTIVES.	06-02-ACDP-EP 06-03-ACDP-EP
REFER STUDENTS TO CHAPTER 2 OF THE INTERAGENCY AIRSPACE COORDINATION GUIDE.	
I. FAA ROLES AND RESPONSIBILITIES	06-04-ACDP-EP
A. The Federal Aviation Act of 1958, as amended, gave the FAA exclusive responsibility for safely and efficiently managing all national airspace within the continental United States.	
B. With FAA concurrence, specific areas and routes have been established to provide airspace necessary for the military mission.	06-05-ACDP-EP
C. National Aeronautical Charting Office (NACO) Publishes aeronautical charts and publications to support recreational, military, and commercial aviation in the U.S. and its territories.	06-06-ACDP-EP
D. Air Route Traffic Control Center (ARTCC)	06-07-ACDP-EP
TELL STUDENTS THIS IS SOMETIMES REFERRED TO AS AN ATC CENTER. Receives the TFR request	
E. U.S. NOTAM Office Issues the TFR NOTAMs	06-08-ACDP-EP

OUTLINE	AIDS & CUES
F. Flight Service Station (FSS)	06-09-ACDP-EP
Distributes the TFR NOTAM to pilots along with weather briefings and local NOTAMs	
G. Flight Standards District Office (FSDO)	06-10-ACDP-EP
Investigates TFR intrusions and near mid-air collisions (NMACs)	
II. SHARED RESPONSIBILITIES	06-11-ACDP-EP
A. The primary focus in airspace coordination is mid-air collision avoidance.	
B. Airspace coordination and deconfliction is a shared responsibility among ALL aviation users and schedulers.	
Deconfliction is the process of reducing the risk of a mid-air accident by sharing flight information with the FAA and the DOD and may result in a request for a Temporary Flight Restriction (TFR).	
TFRS WILL BE DISCUSSED LATER IN THE UNIT.	
III. NATIONAL AIRSPACE SYSTEM (NAS)	06-12-ACDP-EP
REFER STUDENTS TO CHAPTER 3 OF THE INTERAGENCY AIRSPACE COORDINATION GUIDE.	
A. Class A Through G Airspace	
There are six classifications of airspace within the National Airspace System–Classes A through G.	

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A POSSIBLE MEMORY DEVICE THAT YOU MAY WANT TO SHARE WITH STUDENTS FOR REMEMBERING THE SIX CLASSIFICATIONS OF AIRSPACE INCLUDE:
    A – ALTITUDE
    B – BUSY
    C – CONGESTED
    D – DIALOGUE
    E – EVERYWHERE
    F – FOREIGN
    G – GO FOR IT
 	
        These refer to the level of air traffic control required to operate within the airspace.
 	
    1.   Class A
 	
        18,000 feet MSL to 60,000 feet MSL
 	
    2.   Class B
 	
        Airspace surrounding the nation's busiest airports
 	
    3.   Class C
 	
        Airspace around busy airports of mid-sized cities
 	
    4.   Class D
 	
        Airspace at airports with operating control towers which encounter less traffic than Class B or C
 	
    5.   Class E
 	
        •   IFR traffic
 	
        • 14,500 feet MSL to 18,000 feet MSL	

OUTLINE	AIDS & CUES
6. Class F	
• International classification	
• None in the U.S.	
7. Class G	
Uncontrolled airspace	
B. Victor Routes	06-13-ACDP-EP
• Routing corridors ("highways in the sky")	
• Used by general aviation–both IFR and VFR	
• 8 nautical miles (NM) wide	
• 1,200 feet AGL up to 17,999 feet MSL	
• Depicted on aeronautical sectional charts as a blue-shaded line with a V (hence the term Victor) followed by a number (e.g., V500)	
C. Categories of Special-Use Airspace	06-14-ACDP-EP
1. Prohibited Areas (PAs)	06-15-ACDP-EP
• These areas are established over sensitive ground facilities such as the White House, Presidential homes, Camp David, etc.	
• The dimensions of the prohibited area vary with the nature of the risk to the ground facility and to overflying aircraft.	

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2. Restricted Areas (RAs)	06-16-ACDP-EP
• Restricted areas are established where ongoing or intermittent activities occur that create unusual, and often invisible, hazards to aircraft such as artillery firing, aerial gunnery, guided missiles, and missile testing.	06-17-ACDP-EP
• Dimensions of the restricted area vary depending upon the needs of the underlying activity and the risks to aircraft.	
3. Military Operations Areas (MOAs)	06-18-ACDP-EP
• MOAs were established to contain certain military activities such as air combat maneuvers, intercepts, acrobatics, etc.	06-19-ACDP-EP
• Civilian VFR and IFR flights **are** allowed within a MOA even when the area is in use by the military.	
• MOAs have a defined floor and ceiling which can range up to the floor of Class A airspace (18,000 feet MSL).	
4. Alert Areas (AAs)	06-20-ACDP-EP
• Alert areas may contain a high volume of pilot training or an unusual type of aerial activity which could present a hazard to other aircraft.	

OUTLINE	AIDS & CUES
• Alert area dimensions differ for each area and can be determined by consulting chart legends on sectional charts, IFR en route charts, or terminal area charts.	
5. Warning Areas (WAs)	06-21-ACDP-EP
• These areas contain the same kind of hazardous flight activity as restricted areas but have a different title since they are located offshore over domestic and international waters.	
• Dimensions for each warning area can be determined by consulting chart legends on sectional charts, IFR en route charts, or terminal area charts.	
6. Controlled Firing Areas (CFAs)	06-22-ACDP-EP
• These areas contain civilian and military activities which, if not contained, could be hazardous to "non-participating" aircraft.	
• The FAA does not chart CFAs because they do not require a non-participating aircraft to change its flight path.	
• Contact the nearest FAA regional headquarters or the Military Representative (MILREP) to determine if a CFA exists in proximity to an agency flight operation.	

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D.   Military Training Routes   06-23-ACDP-EP

    1.   Routes provided for military training

- Low-level, high-speed routes

- Speeds of more than 250 knots

- Altitudes that range from the surface to 18,000 feet MSL– most are conducted well below 10,000 feet MSL

    2.   There are over 500 routes.

    3.   IR Routes

- Routes being flown under IFR rules

- Half of the routes exist for IFR operations

    4.   VR Routes

- Routes being flown under VFR rules

- Half of the routes exist for VFR operations

    5.   Elements of an MTR   06-24-ACDP-EP

- Entry Point

- Segment

- Route Exit

OUTLINE	AIDS & CUES
IV. OTHER MILITARY AIRSPACE STRUCTURES	06-25-ACDP-EP

IV. **OTHER MILITARY AIRSPACE STRUCTURES**

    A.   Slow Routes (SRs)

- Slow-speed low-altitude training routes are used for military air operations at or below 1,500 feet at air speeds of 250 knots or less.

- There are about 200 slow routes in the United States. They are charted on the AP/1B maps and are depicted by a black line.

    B.   Low Altitude Tactical Navigation Areas (LATNs)

- LATNs are large, clearly defined geographical areas wherein the Air Force practices random tactical navigation that typically ranges from 500 feet to 1,500 feet AGL.

- The floor and ceiling altitudes may vary depending on the objective of the training mission and could be flown as low as 300 feet AGL.

    C.   Aerial Refueling Routes (ARs)

Most exist at high altitude, but be aware of VFR helicopter refueling tracks at low levels as charted in the AP/1B

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V.   AIRSPACE ISSUES   06-26-ACDP-EP

    A.   Flights Over Special Conservation Areas   06-27-ACDP-EP

- Pilots are requested to maintain a minimum altitude of 2,000 feet above the surface of:

    − National parks

    − Seashores

    − Lake shores

    − Recreation areas

    − Scenic river ways

    B.   Major Migratory Flyways   06-28-ACDP-EP

        1.   Major North American Flyways

- Atlantic

- Mississippi

- Central

- Pacific

        2.   There are more than 27 million migratory waterfowl in the U.S.

- 1996 mid-winter waterfowl survey

- State wildlife agencies and USFWS

    C.   National Security Areas (NSAs)   06-29-ACDP-EP

- Unauthorized aircraft are advised to remain clear of the area.

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- Examples: Idaho National Laboratory (INL), Tennessee Valley Authority (TVA), Livermore Laboratories

D. Other Airspace Issues — 06-30-ACDP-EP

- Parachute jump operations

- Remotely-piloted air vehicles

- Patrol aircraft

- Ultralights/gliders/piloted balloons

- Banner towing

- Laser shows

SHOW THE 14-MINUTE SEGMENT FROM THE KING VIDEO–*COMPLETE AIRSPACE REVIEW*. INSTRUCT STUDENTS TO REFER TO THEIR SECTIONALS WHILE VIEWING THE VIDEO. — 06-01-ACDP-VT

VI. TEMPORARY FLIGHT RESTRICTIONS (TFRs) — 06-31-ACDP-EP

STRESS TO STUDENTS THE IMPORTANCE OF THE TFR AS A DUTY OF THE AIRCRAFT DISPATCHER. REFER STUDENTS TO CHAPTER 6 OF THE INTERAGENCY AIRSPACE COORDINATION GUIDE.

A. Notice To Airmen (NOTAM) — 06-32-ACDP-EP

- FAA method of distributing information to pilots

- Can be advisory or regulatory

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− Advisory NOTAMs can be requested for spray projects, wild horse roundups, parachute jumping practice, seed and fertilizing, helibase outside the TFR, and prescribed burns.

− Regulatory NOTAMs include TFRs.

1. NOTAM (L)   06-33-ACDP-EP

- Distributed locally

- Issued by Flight Service Station (FSS)

- Advisory in nature

- Examples: parachute jumps or deer on the runway

2. NOTAM (D)

- Same as the NOTAM (L) but has a wider distribution

- Example: taxiway closure

3. FDC NOTAM

- Regulatory in nature

- Issued by National Flight Data Center (NFDC)

- Example: Temporary Flight Restriction (TFR)

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B. Types of TFRs	06-34-ACDP-EP
There are seven kinds of TFRs.	
Three are issued under Code of Federal Regulations (CFR) Section 91.137 sub paragraphs (a)(1), (a)(2), and (a)(3) and the other four are under Sections 91.138, 91.141, 91.143 and 91.145.	
1. 14 CFR Section 91.137 (a)(1)	06-35-ACDP-EP
• Most restrictive TFR	
• Protects persons and property in the air or on the surface from an existing or imminent hazard associated with an incident on the surface when the presence of low flying aircraft would magnify, alter, spread, or compound that hazard	
• Rarely issued for wildland fire incidents	06-36-ACDP-EP
• Commonly used for:	
− Toxic gas leaks, spills, fumes from flammable agents	
− Volcanic eruptions	
− Nuclear accident or incident	
− Hijacking incidents	
− Aircraft accident sites at the discretion of the FAA	

OUTLINE	AIDS & CUES
2. 14 CFR Section 91.137 (a)(2)	06-37-ACDP-EP
• Provides a safe environment for the operation of disaster relief aircraft	
• Most common TFR when dealing with wildland fires	
• Includes, but is not limited to:	06-38-ACDP-EP
– Wildland fires which are being fought by aviation resources	
– Aircraft relief activities following a disaster (e.g., earthquake, tidal wave, flood, hurricane)	
– Aircraft accident sites	
3. 14 CFR Section 91.137 (a)(3)	06-39-ACDP-EP
Prevents an unsafe congestion of sightseeing aircraft above an incident or event which may generate a high degree of public interest	
4. 14 CFR Section 91.141	06-40-ACDP-EP
• Used for Presidential VIP events	
• No exceptions	
5. 14 CFR Section 91.145	06-41-ACDP-EP
Used in the vicinity of aerial demonstrations and major sporting events (e.g., Blue Angels and Indianapolis 500)	

OUTLINE	AIDS & CUES
REFER STUDENTS TO THE BASIC CHECKLIST FOR IMPLEMENTING TFRS, 06-01-ACDP-IR, ON PAGE 6.19 OF THEIR STUDENT WORKBOOK. DISCUSS CONCEPT OF DECONFLICTION WHICH MAY OR MAY NOT INVOLVE A TFR.	06-01-ACDP-IR SW page 6.19
C. Criteria for Determining the Need for a TFR	06-42-ACDP-EP SW page 6.18
1. Type and number of aircraft operations occurring within the incident	
2. Routes for disaster relief aircraft	
3. Multiple incidents in close proximity	
4. Complexity creates a hazard to non-participating aircraft.	
5. Extended operations are anticipated.	
6. Operations are in the vicinity of high-density aircraft traffic.	06-43-ACDP-EP
7. Incidents are expected to attract sightseeing aircraft.	
8. Operations are conducted in or near SUAs or MTRs.	
9. Incident is conducted in or near a Victor airway.	
10. The "See and Avoid" capability is reduced or compromised.	
D. TFR Dimensions	06-44-ACDP-EP
• Size and shapes may vary depending on geographical factors and aviation needs.	

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• The standard horizontal dimension of a TFR is a 5 NM radius from the center point of the incident.	
• The standard vertical dimension of a TFR is 2,000 feet above the highest terrain of the disaster area or above the operating altitude of participating aircraft.	06-45-ACDP-EP
E. Aircraft that are Allowed Inside a 14 CFR Section 91.137 (a)(2) or 91.137 (a)(3) TFR	06-46-ACDP-EP
• Participating aircraft	
TELL STUDENTS THAT ABOUT 30% OF AIRSPACE INTRUSIONS OCCUR BY OUR OWN AIRCRAFT (E.G., INCIDENT TANKER GOING TO ANOTHER FIRE, AIRCRAFT BEING RELEASED FROM ANOTHER INCIDENT).	
• Airport traffic	
A TFR OVER AN AIRPORT DOES NOT RESTRICT AIRPORT TRAFFIC AND DOES NOT CLOSE AN AIRPORT.	
• IFR traffic under air traffic control direction	
• Law enforcement	
There is no requirement for prior notification to enter the TFR.	
• Media	

OUTLINE	AIDS & CUES

The media can legally fly into the TFR area as long as they remain above the operating altitude of the disaster relief aircraft unless otherwise authorized by the official in charge (i.e., Air Tactical Group Supervisor)

  − Must be an accredited news representative

  − Prior to entering the TFR, a flight plan is filed with the appropriate FSS or ATC as specified in the NOTAM.

SUGGEST THAT AIRCRAFT DISPATCHERS HAVE A PRE-SEASON MEETING WITH LAW ENFORCEMENT AND MEDIA TO DISCUSS AIRCRAFT PROCEDURES FOR THE COMING SEASON. DEVELOP A RAPPORT WITH EACH ENTITY.

  F. TFR Ordering   06-47-ACDP-EP

    1. Order the TFR on an Aircraft Resource Order.

DOCUMENTATION IS CRUCIAL WHEN SUPPORTING THE EVENTS OF A MID-AIR COLLISION.

    2. TFR Form Completion

      a. IAMS/CAHIS Version   06-48-ACDP-EP

THE IAMS/CAHIS VERSION WILL BE TAUGHT IN UNIT 7.

OUTLINE	AIDS & CUES
REFER STUDENTS TO THE INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION (REFERRED TO AS TFR REQUEST FORM), 06-02-ACDP-IR, ON PAGE 6.35 OF THEIR STUDENT WORKBOOK. WALK STUDENTS THROUGH THE BLOCKS OF THE FORM.	06-02-ACDP-IR SW page 6.35
b. TFR Request Form	06-49-ACDP-EP
3. Placing the TFR Request	
a. Fax the TFR Request Form to the ARTCC with jurisdiction for the area.	06-50-ACDP-EP
NOTIFY STUDENTS THAT LOCAL POLICY MAY REQUIRE THAT THE TFR REQUEST BE MADE THROUGH THE GACC INSTEAD OF DIRECTLY WITH THE ARTCC.	
b. Call the ARTCC and ask for the supervisor on duty.	
c. Review the TFR Request with the ARTCC supervisor on duty.	
SLIDE 06-51-ACDP-EP IS A VISUAL REPRESENTATION OF THE TFR ON A SECTIONAL. SHOW STUDENTS THAT NOT ALL TFRS ARE CIRCULAR.	06-51-ACDP-EP
REFER STUDENTS TO TFR REMINDERS, 06-03-ACDP-IR, ON PAGE 6.23 OF THEIR STUDENT WORKBOOK.	06-03-ACDP-IR SW page 6.23
4. Notification	06-52-ACDP-EP
a. The TFR request is sent by ARTCC to the U.S. NOTAM Office for issuance.	

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b. The U.S. NOTAM Office issues NOTAM to FSS.	
c. NOTAM may be requested from the FAA by fax or viewed on the Internet. Takes approximately 1 hour to receive the NOTAM from the ARTCC	
d. Document the NOTAM number on TFR Request Form and Resource Order.	06-53-ACDP-EP
REFER STUDENTS TO HOW TO ACCESS TEMPORARY FLIGHT RESTRICTIONS (TFRS). THROUGH THE INTERNET, 06-04-ACDP-IR, ON PAGE 6.25 OF THEIR STUDENT WORKBOOK.	06-04-ACDP-IR SW page 6.25
06-05-ACDP-IR IS A NOTAM GIVEN AS A REFERENCE. REFER STUDENTS TO PAGE 6.26 OF THEIR STUDENT WORKBOOK.	06-05-ACDP-IR SW page 6.26
e. Ensure the accuracy of the TFR NOTAM information received from the ARTCC. If vital information is inaccurate, cancel the TFR NOTAM through the ARTCC and repeat the ordering process for an accurate TFR NOTAM.	
f. Once the NOTAM is published, notify: • Military, if SUA/MTR/ SR/AR is involved	06-54-ACDP-EP

OUTLINE	AIDS & CUES
• Incident air operations	
• Local tanker bases, smokejumper bases, and helibases	
• Adjoining GACCs or units	
• Local airport FBOs	
• Media	
• Local airport towers	
G. TFR Maintenance	06-55-ACDP-EP
• Work with aviation personnel to determine if the TFR still meets the needs of the incident.	
• If a change is needed, cancel the "A" number on the Resource Order, cancel the TFR with the ARTCC, and repeat the ordering process.	
• Modify the TFR to accommodate the size and shape of the incident(s) and discuss combining TFRs if one TFR would simplify the process rather than multiple TFRs.	06-56-ACDP-EP
H. TFR Cancellation	06-57-ACDP-EP
When the incident no longer requires protected airspace, the TFR is cancelled.	
• Contact the ARTCC.	
• Notify all involved military units that you are closing the TFR.	

OUTLINE	AIDS & CUES
• Use the reverse process of the Basic Checklist For Implementing TFRs.	
I. Airspace Conflicts	06-58-ACDP-EP
ADDITIONAL INFORMATION ABOUT TFR INTRUSIONS CAN BE FOUND IN CHAPTER 8 OF THE INTERAGENCY AIRSPACE COORDINATION GUIDE.	
SHOW THE *NEAR MID-AIR COLLISION* VIDEO.	06-02-ACDP-VT
1. Near Mid-Air Collision (NMAC)	
• 500 feet or less to another aircraft or the pilot and/or flight crew and passengers believe that a collision hazard existed.	
• Reported to the FAA via FAA NMAC forms	
NOTIFY STUDENTS THAT THE NMAC FORM CAN BE FOUND IN THE INTERAGENCY AIRSPACE COORDINATION GUIDE. AIRCRAFT DISPATCHERS GENERALLY DO NOT COMPLETE THE FORM BUT MAY BE ASKED FOR THE FORM BY A PILOT OR AVIATION OFFICIAL.	
2. TFR Intrusion	06-59-ACDP-EP
REFER STUDENTS TO THE AIRCRAFT INCIDENT OBSERVATION CHECKLIST, 06-06-ACDP-IR, ON PAGE 6.30 AND THE AIRSPACE CONFLICTS ACTION CHECKLIST, 06-07-ACDP-IR ON PAGE 6.31 OF THEIR STUDENT WORKBOOK.	06-06-ACDP-IR 06-07-ACDP-IR SW page 6.30 SW page 6.31
a. Establish the exact time, direction of flight, and location of the intrusion.	

OUTLINE	AIDS & CUES
b. Obtain the best possible description of the aircraft.	
c. Call the issuing ARTCC and see if they are tracking the aircraft.	
d. If the aircraft is military, contact the military representative to the FAA.	06-60-ACDP-EP
e. Gather witness statements.	
f. Ensure a SAFECOM is completed.	
COMPLETE THE TFR EXERCISE, 06-08-ACDP-IR, ON PAGES 6.33 AND 6.35 OF THEIR STUDENT WORKBOOK. THIS EXERCISE CAN BE DONE INDIVIDUALLY OR AS A GROUP EXERCISE. THE EXERCISE WILL BE COMPLETED ELECTRONICALLY IN UNIT 7. ALLOW 15 MINUTES FOR THIS EXERCISE. A BOOK ANSWER HAS BEEN INCLUDED FOR INSTRUCTOR REFERENCE.	06-61-ACDP-EP 06-62-ACDP-EP 06-63-ACDP-EP 06-08-ACDP-IR SW pages 6.33 and 6.35
VII. TEMPORARY TOWERS	06-64-ACDP-EP
SEE CHAPTER 11 OF THE INTERAGENCY AIRSPACE COORDINATION GUIDE FOR ADDITIONAL INFORMATION ABOUT TEMPORARY TOWERS.	
A temporary tower consists of air traffic controllers as assigned by the FAA for an airport or helibase to provide advisories for arrivals and departures. The temporary tower is not an ATC for the incident.	
Controllers may or may not arrive with a structure or communication equipment. The FAA will manage staffing and may request assistance with transportation.	

OUTLINE	AIDS & CUES
NOTIFY STUDENTS THAT POLICIES AND PROCEDURES VARY. CHECK YOUR GACC'S MOBILIZATION GUIDE OR CONTACT YOUR AVIATION MANAGER(S).	
A. Determination of Need for Temporary Towers	06-65-ACDP-EP
FAA temporary towers should be activated when conditions are such that an FAA presence at an airport or helibase will enhance safety. Needs may result from hazards to both participants and non-participating aircraft.	
REFER STUDENTS TO THE CHECKLIST FOR ESTABLISHMENT OF A TEMPORARY TOWER, 06-09-ACDP-IR, ON PAGES 6.37 THROUGH 6.39 IN THEIR STUDENT WORKBOOK.	06-09-ACDP-IR SW page 6.37 THRU SW page 6.39
B. Temporary Tower Criteria	06-66-ACDP-EP
1. Operations are being conducted from, or in proximity to, an uncontrolled airport.	
2. There is a high volume of airplanes and/or helicopter traffic anticipated in close proximity to each other.	
3. There is a high frequency of non-incident aircraft using common airspace.	
4. Special events are being conducted adjacent to the incident or at the airport where incident aircraft are operating.	06-67-ACDP-EP
5. Visibility conditions are such that flight operations would be enhanced through use of certified controllers.	
6. Risk assessment of involved airspace indicates the need for air traffic control.	

OUTLINE	AIDS & CUES
C. Temporary Tower Ordering	06-68-ACDP-EP
CHAPTER 20 OF THE NATIONAL INTERAGENCY MOBILIZATION GUIDE HAS ADDITIONAL INFORMATION CONCERNING TEMPORARY TOWERS.	
1. Dispatch submits a Resource Order for an FAA tower as an "A" (aircraft) request.	
REFER STUDENTS TO THE TEMPORARY TOWER REQUEST FORM, 06-10-ACDP-IR, ON PAGE 6.41 OF THEIR STUDENT WORKBOOK.	06-10-ACDP-IR SW page 6.41
2. Complete the Temporary Tower Request Form.	
3. Follow the proper dispatch channels to order the temporary tower.	
4. Ensure adequate radio kit(s) are available for use.	06-69-ACDP-EP
5. The incident should order support equipment. Trailers to house the temporary tower may need to be ordered through equipment orders.	
D. Setup Process	06-70-ACDP-EP
NOTIFY THE STUDENTS THAT WHEN TASKED TO ORDER A TEMPORARY TOWER, UTILIZE THE CHECKLIST FOR ESTABLISHING A TEMPORARY TOWER.	
• Once the tower has been ordered, the FAA will issue a NOTAM for the airport/helibase.	

OUTLINE	AIDS & CUES
• Coordinate with the local unit aviation manager to provide a thorough briefing to the FAA controllers and the Incident Management Team (IMT).	
E. Tower Release	06-71-ACDP-EP
Coordinated effort between the FAA, aviation management, and the incident(s)	
The FAA requires 24-hour notice before the tower is released.	
VIII. TOOLS OF THE TRADE	06-72-ACDP-EP
A. Maps	
• Sectionals	
• Aircraft hazards	
• Computer-aided (e.g., IAMS/CAHIS, WildCAD, WINCAN)	
B. Publications	
• AP/1B Book and Charts	
• Federal Aviation Regulation (FAR)/Aeronautical Information Manual (AIM)	
• Airport Facilities Directory (AFD)	
• Interagency Airspace Coordination Guide	
• Aeronautical Chart User's Guide	
C. Contact Phone and Fax Lists	
• Scheduling Agencies/Activities	

OUTLINE	AIDS & CUES
• FAA	
• Military	
REVIEW UNIT OBJECTIVES.	06-73-ACDP-EP 06-74-ACDP-EP
ASK THE STUDENTS IF THERE ARE ANY QUESTIONS.	06-75-ACDP-EP

AIRCRAFT DISPATCHER

UNIT 6 – AIRSPACE COORDINATION

INSTRUCTOR REFERENCES

Reference No.	Description
06-01-ACDP-IR	Basic Checklist for Implementing TFRs
06-02-ACDP-IR	Interagency Request for Temporary Flight Restriction
06-03-ACDP-IR	TFR Reminders
06-04-ACDP-IR	How to Access TFRs through the Internet
06-05-ACDP-IR	NOTAM Example
06-06-ACDP-IR	Aircraft Incident Observation Checklist
06-07-ACDP-IR	Airspace Conflicts Action Checklist
06-08-ACDP-IR	TFR Exercise
06-09-ACDP-IR	Checklist for Establishment of a Temporary Tower
06-10-ACDP-IR	Temporary Tower Request Form

NOTES

AIRCRAFT DISPATCHER

UNIT 6 – AIRSPACE COORDINATION

VIDEOTAPE INDEX

Reference No.   Description

06-01-ACDP-VT   *Complete Airspace Review*

06-02-ACDP-VT   *Near Mid-Air Collision*

NOTES

	Basic Checklist For Implementing TFRs				Page 1 of 1	

Location: _____ By: _____ Date : ___/___/___

Step	Action	To	From	Date	Time
1	Determine need for TFR and/or deconfliction by the military.				
2	Plot incident or project locations using maps and/or computer system: if Special-Use Airspace or Military Training Routes involved, perform Steps 6 and/or 7 prior to Steps 4-5.				
3	Complete resource order with interagency request for TFR and document contacts requesting deconfliction of airspace with DOD.				
4	Contact FAA ARTCC with request for TFR; request call-back with confirmation.				
5	Inform FAA FSS of request made to ARTCC; request advisory NOTAM, if necessary.				
6	If Special-Use Airspace (MOAs, RAs, etc.) involved, contact military scheduling agency and request deconfliction of airspace until TFR granted by FAA.				
7	If Military Training Route(s) involved, contact military scheduling activity and request deconfliction of airspace until TFR granted by FAA.				
8	Relay copy of TFR request to GACC if appropriate.				
9	All aircraft and incident commander(s) informed of TFR status and, if appropriate, activity status of special-use or along Military Training Route(s).				
10	Air tactical, lead plane, and/or aerial observer ordered if appropriate.				
11	Document call-back confirmations received on the "Interagency Request for Temporary Flight Restriction" and document DOD contacts.				

06-01-ACDP-IR

NOTES

INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION
(TFR request must be phoned in as per FAA. This form may also be FAXed to provide documentation.)

RESOURCE ORDER NUMBER: Request #: A -	DATE: TIME:
TO: FAA ARTCC _____ FAA PERSON CONTACTED: _____ FAA PHONE:_____ FAX:_____	**FROM:** DISPATCH OFFICE _____ PERSON REQUESTING TFR: _____ 24 HR. PHONE (No Toll Free #s) _____

☐ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____
(Existing TFRs can not be changed, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state) _____

Location (Circular TFR) List nearest NAVAID (distance should be less than 50 NM) - do not use NDB or T-VOR.				
VOR ID	RADIAL (Degrees)	DISTANCE (NM)	LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT ddmmssN/dddmmssW)	RADIUS (NM) (5 NM is standard)
			N/ W	

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW	Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW
1				N/ W	5				N/ W
2				N/ W	6				N/ W
3				N/ W	7				N/ W
4				N/ W	8				N/ W

Location (Polygon TFR) (List perimeter points in clockwise order) List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR.

Altitude restrictions: _____ FEET MSL (do not use AGL – Standard is 2000' above highest terrain point)

The _____/_____ at _____ , _____
　　　　Agency Name　　　　　　　　Incident Name　　　　24 Hr. Phone # (No Toll Free #s)　　VHF-AM Air/Air Frequency
is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations;
effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:					
The requested TFR affects the Military Training Routes listed below:					
Route	SCHEDULING ACTIVITY	SEGMENT(S)	Route	SCHEDULING ACTIVITY	SEGMENT(S)

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM # _____   ISSUED AT _____ (Time) On _____/_____ (Date)

Date/Time TFR Cancelled: _____   By: _____

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06-02-ADCP-IR

NOTES

TFR REMINDERS

Setting Up:

- Take the time to plot and review your TFR on a sectional to determine the types of airspace involved. IAMS/CAHIS does not give you all the airspace information you need when talking with the FAA.

Telephone Number:

- Use a 24-hour contact number (not a toll-free number) that will be in service after the incident has concluded. This number will also be the point of contact for other agencies, media, etc., regarding the TFR.

- Do NOT use an expanded dispatch or a daytime-only phone number.

TFR Description:

- Use a local or nearby VOR when describing the incident using a VOR bearing and distance.

- Calculate from the closest NAV/AID. Do not use NDB (Non-Directional Beacons) or T-VORs.

- Latitudes and longitudes must match bearing and distance descriptions.

- The FAA requires that latitude/longitude information for TFRs be provided in degrees, minutes and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zeros to the description.

- Do not use spaces, commas or other symbols in the description.

- Example: ddmmssN/dddmmssW or 450700N/1177005W.

Polygons: TFR Shape:

- Under Block 5, there are two choices, a standard round TFR or a polygon—Do not complete both parts of Block 5.

- The usual TFR is a circle and it's rare to have a box, rectangle, or a polygon.

- When requesting a polygon TFR, you must submit both the latitude/longitude and bearing/distance information. If a polygon TFR is requested, the corner points must be listed in a clockwise sequence around the requested TFR to avoid "bow tie" depictions.

Getting the Incident Name in the TFR:

- If you elect to use the IAMS/CAHIS, ROSS or other customized forms, include the following sentence that has been approved by the FAA:

  "The _____ (Agency Name)/_____(Incident Name) at _____ (24 hour Phone number – no Toll Free Numbers), _____ (VHF AM Air/Air Frequency) is in charge of the on scene emergency response activities. TFR is to provide a safe environment for fire fighting aircraft operations, effectively immediately, until further notice, 24 hours/day."

MSL Altitude Only:

- Altitude must be given to the FAA as MSL. A rule of thumb is that the "top" of the TFR is 2,000' above the highest elevation on the incident or 2,000' above the highest flying aircraft on the incident. Note – Some areas and IAMS/CAHIS uses 3,000' as a standard.

- Convert to MSL so that it gives the TFR a "hard top." Coordinate with the Air Tactical FS, ASM or lead plane to make this decision.

Frequency:

- Add the VHF-AM air-to-air frequency to your TFR request and ask that the FAA publish the frequency.

- Monitor your TFR and keep the FAA notified if the frequency changes. Should the frequency change, cancel the TFR and issue a new one.

TFR Management:

- Combine TFRs when appropriate.

- Do not issue TFRs for BAER projects.

- Wildfire TFRs are in place 24 hours a day. Do not open TFRs for nighttime use by other users.

- Do not use internal three- or four-letter codes on your TFR request (Requesting Unit, etc). The FAA does not know whom the codes refer to.

HOW TO ACCESS TEMPORARY FLIGHT RESTRICTIONS (TFRs) THROUGH THE INTERNET

1) TFRs are issued by the US NOTAM Office as a FDC NOTAM. Go to https://www.notams.jcs.mil or https://www.notams.faa.gov (note the "s" after the http. These sites are on secure servers and are identical (mirror) sites. You may have to click several times through a security process.

2) If you wish to pull all TFRs in the nation, click on ARTCC TFRs.

3) If you wish to pull specific TFRs for a geographical region, type in the 4 -letter ICAO designator for the Center in your region. In the left hand box, enter the 4-letter ICAO identifier for the airspace involved. (See identifiers below). You may enter multiple ARTCCs by separating the identifiers with either a comma or a space.   (NOTE - FDC NOTAMs are associated with the ARTCC that requested the TFR).

IDENTIFIERS MUST BE IN CAPITAL LETTERS

KZSE - Seattle	KZME - Memphis	KZJX - Jacksonville
KZOA - Oakland	KZKC - Kansas City	KZMA - Miami
KZLA - Los Angeles	KZMP - Minneapolis	KZTL - Atlanta
KZLC - Salt Lake City	KZAU - Chicago	KZID - Indianapolis
KZDV - Denver	KZOB - Cleveland	PAZA - Anchorage
KZAB - Albuquerque	KZNY - New York	PHZH - Honolulu
KZFW - Ft. Worth	KZBW - Boston	
KZHU – Houston	KZDC - Washington DC	

4) Click on "View NOTAMS." You will be able to scroll down and read (and print) your TFR NOTAM. Look for the FDC number of your NOTAM (for example 0/5271).

5) Corrections, changes, and questions MUST be made through your local ARTCC. Do not call the US NOTAM office. This is critical to our access of this website. This website is for the use of Department of Defense aircrews; however, we currently have access to it. There are also other methods of reading your NOTAMS (through DUATs and the BLM airspace system for example). The FAA is also planning to launch a TFR website in the near future called "NAIMES *NAS (National Airspace System) Aeronautical Information Management Enterprise System.*

6) Note - TFR websites are not approved for flight navigation. Pilots must continue to use established agency procedures (e.g., FAA flight plans, etc.) for flight navigation.

NOTES

Sample Current Notams
(Selected Locations)
*** The following Notices are active TFRs. ***

KZDV

Data was current as of: Tue, 18 Jun 2002 12:23:00 GMT

KZDV DENVER   *[Back to Top]*

2/5710 - CO. FLIGHT RESTRICTIONS DURANGO, CO. EFFECTIVE IMMEDIATELY UNTIL FURTHER
NOTICE. PURSUANT TO 14 CFR SECTION 91.137A(2) TEMPORARY FLIGHT RESTRICTIONS ARE IN
EFFECT WITHIN AN AREA BOUNDED BY (POLYGON): 374000N/1074300W TO 374000N/1071600W TO
371400N/1072500W TO 372200N/1075100W AND THE DURANGO /DRO/ VORTAC 011 DEGREE RADIAL
AT 31 NAUTICAL MILES TO 023 DEGREE RADIAL AT 38 NAUTICAL MILES TO 059 DEGREE RADIAL
AT 17 NAUTICAL MILES TO 325 DEGREE RADIAL AT 14 NAUTICAL MILES AT AND BELOW 14000
FEET MSL TO PROVIDE A SAFE ENVIRONMENT FOR FIRE FIGHTING AIRCRAFT OPERATIONS. THE
ROCKY MOUNTAIN COORDINATION CENTER 970-385-1329 IS IN CHARGE OF ON SCENE
EMERGENCY RESPONSE ACTIVITIES. DENVER AFSS /DEN/ 720-873-2740 IS THE FAA COORDINATION
FACILITY. WIE UNTIL UFN

2/5526 - WY.. FLIGHT RESTRICTIONS DOUGLAS, WY EFFECTIVE IMMEDIATELY UNTIL FURTHER
NOTICE. PURSUANT TO 14 CFR SECTION 91.137 (A)(2) TEMPORARY FLIGHT RESTRICTIONS ARE IN
EFFECT WITHIN A 10 NAUTICAL MILE RADIUS OF 421844N/1052436W AND THE MEDICINE BOW
/MBW/ VOR/DME 032 DEGREE RADIAL AT 39 NAUTICAL MILES AT AND BELOW 14000 FEET MSL TO
PROVIDE A SAFE ENVIRONMENT FOR FIRE FIGHTING OPERATIONS. U.S. FOREST SERVICE
TELEPHONE 970-257-4800 OR FREQ 134.625 IS IN CHARGE OF ON SCENE EMERGENCY RESPONSE
ACTIVITIES. CASPER AFSS /CPR/ TELEPHONE 307-261-5573 IS THE FAA COORDINATION FACILITY.
WIE UNTIL UFN

2/5469 - CO..FLIGHT RESTRICTIONS VAIL, CO. EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE.
PURSUANT TO 14 CFR SECTION 91.137A(2) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT
WITHIN A 5 NAUTICAL MILE RADIUS OF 393439N/1072222W AND THE SNOW /SXW/ VOR/DME 248
DEGREE RADIAL AT 18 NAUTICAL MILES AT AND BELOW 13500 FEET MSL TO PROVIDE A SAFE
ENVIRON- MENT FOR FIRE FIGHTING AIRCRAFT OPERATIONS. THE USFS, TELE- PHONE 970-257-
4800, IS IN CHARGE OF ON SCENE EMERGENCY RE- SPONSE ACTIVITIES. DENVER AFSS /DEN/ 720-
873-2740, IS THE FAA COORDINATION FACILITY. WIE UNTIL UFN

2/0426 - CO.. FLIGHT RESTRICTIONS PUEBLO, CO EFFECTIVE IMMEDIATELY UNTIL FURTHER
NOTICE. PURSUANT TO TITLE 14 CFR SECTION 91.137A(1) TEMPORARY FLIGHT RESTRICTIONS ARE
IN EFFECT DUE TO NATIONAL SECURITY ARE NOT AUTHORIZED WITHIN A 3 NAUTICAL MILES
RADIUS OF 381840N/1042051W OR THE PUEBLO /PUB/ VORTAC 063 DEGREE RADIAL AT 04
NAUTICAL MILES AT AND BELOW 3000 FEET AGL TO PROVIDE FOR A SAFE ENVIRONMENT FOR
DOD OPERATIONS. DENVER AFSS /DEN/ 303-799-7016 IS THE FAA COORDINATION FACILITY. NOTE:
UNLESS AUTHORIZED BY ATC FOR PURPOSES OF CONDUCTING ARRIVAL/DEPARTURE
OPERATIONS. WIE UNTIL UFN

NOTES

Aircraft Incident Observation Checklist	Page 1 of 1
Location: _____ By: _____	Date: __/__/__

General

Date and time of the incident _____

Type of incident - NMAC, TFR Intrusion or other description of events)

_____

_____

_____

Weather conditions _____

Incident location _____

Altitude(s) and direction of flight _____

Type Aircraft

Jet (number and location of intakes) _____

Prop (number and location of propellers) _____

Helicopter (number and location of rotors) _____

Other (e.g., balloon, ultralight, hang glider, etc.) _____

Unknown

Addition Description

Readable markings and side numbers _____

_____

Color scheme _____

High wing versus low wing (refers to wing placement on main body) _____

Landing gear (wheels) - retractable or fixed-gear (usually gear visible in flight is fixed)

Number of Tails _____

Other distinctive configuration _____

_____

_____

_____

Other Comments

NOTES

Airspace Conflicts Action Checklist					
Who	**Action**	**To**	**From**	**Date**	**Time**
Local Level	Conflict reported from the field to dispatch immediately. Dispatch obtains aircraft observation information (use Aircraft Observation Checklist).				
	SAFECOM initiated immediately:				
	Dispatch contacts FAA ARTCC/TRACON, and, if appropriate, other facilities (i.e., military) to obtain identification of non-participating aircraft and correct the problem.				
	Conflict reported from dispatch to State/Area/ Regional Aviation Manager immediately.				
State/ Area/ or Regional Level	After verification of a conflict, State, Area or Regional Aviation Manager contacts the following:				
	Military Scheduling Agency (SUA) or Activity (MTR), if appropriate.				
	MILREP at FAA Regional Office.				
	National Aviation Safety Manager.				
	Agency's Airspace representative				
	FSDO, if appropriate.				
	Complete and submit the following:				
	SAFECOM - FAA NMAC and/or pilot deviation.				

Remarks:

06-07-ACDP-IR

NOTES

TEMPORARY FLIGHT RESTRICTION EXERCISE

The time is 14:41 UTC today. You are to request a Temporary Flight Restriction for a wildland fire located at 36.55'50"N X 114.12'25"W– Las Vegas Sectional.

The following information is given:

- The TFR is to be 20 nautical miles in diameter (10 NM radius).

- The TFR should be from the ground to 6,000 feet MSL. The highest elevation point is 2,000 feet.

- The VOR name is MMM; radial, 005 degrees; distance, 9 NM; latitude, 36.55'50"N; longitude, 114.12'25"W.

- Las Vegas Interagency Dispatch Center is the requesting agency (phone: 702-647-5000). The requesting agency is the BLM.

- The Victor frequency is 132.765.

- The nature of airborne relief operations is airtankers and helicopters.

- Request the TFR through Bob Troller at the Los Angeles ARTCC (KZLA).

- The Aircraft Resource Order, NV-LVD-4710, Gold Rush, number for this request is A-1.

- The aircraft base of operations designator is 67L (Mesquite, NV).

- Special-Use Airspace and MTRs involved: Desert MOA, VR-209 D:E (Lemoore) , and IR-126 V:W:X:Y (Barksdale AFB), IR-266 B:C:D:E (Barksdale AFB), V-21, V-235. The names in parentheses represent the scheduling activity.

Prepare the TFR Request Form and identify the process one goes through to obtain a TFR in the area below. Feel free to improvise for items such as telephone numbers.

INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION

(TFR request must be phoned in as per FAA. This form may also be FAXed to provide documentation.)

RESOURCE ORDER NUMBER: **NV-LVD-4710**	DATE: **Today's Date**
Request #: A - **1**	TIME: **14:41 UTC**
TO: FAA ARTCC _____ **KZLA** _____	**FROM:** DISPATCH OFFICE ____ **Las Vegas** ____
FAA PERSON CONTACTED: _____ **Bob Troller** _____	PERSON REQUESTING TFR: __ **Student Name** ____
FAA PHONE:_____ **will vary** _____ FAX:_____ **will vary** ____	24 HR. PHONE (No Toll Free #s) ____ **702-647-5000** ____

❏ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____
(Existing TFRs can not be changed, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state) _____ **Mesquite, NV (67L)** _____

Location (Circular TFR)	List nearest NAVAID (distance should be less than 50 NM) - do not use NDB or T-VOR.				
VOR ID	RADIAL (Degrees)	DISTANCE (NM)	LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT ddmmssN/dddmmssW)		RADIUS (NM) (5 NM is standard)
MMM	**005**	**9**	**365550** N/	**1141225** W	**5**

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Location (Polygon TFR) (List perimeter points in clockwise order) List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR.										
Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW	Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW	
1				N/ W	5				N/	W
2				N/ W	6				N/	W
3				N/ W	7				N/	W
4				N/ W	8				N/	W

Altitude restrictions: _____ **6,000** _____ FEET MSL (do not use AGL – Standard is 2000' above highest terrain point)

The _____ **BLM** _____ / _____ **Gold Rush** _____ at _____ **702-647-5000** _____ , _____ **132.765** _____
  Agency Name   Incident Name   24 Hr. Phone # (No Toll Free #s)   VHF-AM Air/Air Frequency
is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations;
effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:					
The requested TFR affects the Military Training Routes listed below:					
Route	SCHEDULING ACTIVITY	SEGMENT(S)	Route	SCHEDULING ACTIVITY	SEGMENT(S)
VR209	**Lemoore**	**D:E**	**IR266**	**Barksdale AFB**	**B:C:D:E**
IR126	**Barksdale AFB**	**V:W:X:Y**			

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM # _____   ISSUED AT _____ (Time) On _____/_____ (Date)

Date/Time TFR Cancelled: _____ By: _____

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Checklist for Establishment of a Temporary Tower	Page 1 of 3

Location: _____ By: _____ Date : ___/___/___

Prior to Arrival of FAA Personnel
The following should be provided to FAA personnel before they travel to their assignment:

- [ ] Travel Direction. Give specific location or address of expanded dispatch for resource order check-in.
- [ ] Specific Location of Incident Command Post and airbase (fixed- and rotary-wing)
- [ ] Expanded Dispatch/Initial Attack Dispatch points of contact and phone numbers
- [ ] Points of Contact as appropriate: Local Unit Aviation Officer, Air Operations Branch Director and/or Air Support Group Supervisor, Helibase Manager
- [ ] Conditions to expect. Consider the following: Camp or hotel quarters, Weather conditions, Roads, Helibase/Airport Operation and Meals

Upon Arrival of FAA Personnel:
Upon FAA's arrival at assignment, provide the following general knowledge for assignment:

- [ ] Check-in protocol
- [ ] Lodging arrangements (how to get a hotel room), or how to obtain a sleeping bag, tent, etc. (Minimize primitive conditions to mitigate fatigue for controllers. This is a safety and controller union issue.)
- [ ] How the controllers are to order supplies for the tower, eating arrangements, etc. (i.e., through ASGS)
- [ ] Introduction to basic ICS, chain of command and flow structure: expanded dispatch and initial attack dispatch, unit aviation officer, air operations branch director, air support group supervisor, air tactical group supervisor, helibase manager, air tanker base manager
- [ ] Unit and incident(s)' communications plans, shift plans
- [ ] Demobilization or rotation protocol (FAA home unit and union rules will determine FAA personnel rotation)
- [ ] Transportation upon arrival, during assignment, rotation out, and demobilization
- [ ] Terminology (e.g., "What is a probeye? What is a ping pong ball machine? What is a fire shelter?)"

Location: _____	By: _____ Date : ___/___/___

Start-up Procedure:
Before tower is operational, air operations should:

☐ Provide FAA controllers personnel with a familiarization flight of the local area to help them understand the local area as pilots see it. Scope of this flight will vary depending upon whether controllers are being used as tower control or area-wide flight following. Visit all aircraft operating facilities (helibase and fixed-wing bases) if possible. It is very advantageous to have the air tactical group supervisor conduct this flight.

Upon completion of the flight, a briefing should be held between the tower operators, the air operations branch director, the air tactical group supervisor, the air support group supervisor, the helibase manager and/or air tanker base manager, the fixed-base operator, incident pilots and any local pilots continuing to operate from the airport or helibase. At this briefing, use their expertise to discuss the following:

☐ Site Selection for towers.
  ■ Does a facility exist (deactivated tower, building, etc.)?
  ■ Could you use a rental trailer?
  ■ Does the facility have a good field or view for taxi, takeoff, and approach?

☐ Examine existing helibase/airport procedures. If necessary, amend temporarily to meet objectives. Consider:
  ■ Inbound/outbound flight paths, altitudes and reporting points
  ■ Air traffic patterns to, from, and around the incident
  ■ Ground taxi patterns and departure sequence for helicopters and airplanes
  ■ Communication procedures
  ■ Procedure for obtaining frequency assignments (FAA and/or ATGS)

☐ Establish tower hours (Coordinate with supervisor or controller in charge)

☐ FAA rotation and duty day limitations

☐ Ensure that the controllers do the following:
  ■ Issue NOTAM that tower is operational
  ■ Notify agencies that tower is operational
  ■ Establish LOA with ARTCC (if needed)

Checklist for Establishment of a Temporary Tower	Page 3 of 3
Location: _____ By: _____	Date : ___/___/___

Establish Emergency Procedures:

☐ Discuss fire survival (e.g., fire shelters, overrun of base or camp, etc.)

☐ Identify distractions and eliminate noise and heat.

☐ Discuss:
- ■ Empty weight and loaded weight for runways
- ■ Noise abatement procedures
- ■ Restrictions on runways
- ■ Local Airport Contacts
- ■ Air tanker needs
- ■ Aircraft performance and characteristics - weight
- ■ Procedures if your TFR overlaps the airport or helibase
- ■ The role of FAA if you have an intruder within your TFR
- ■ Other TFRs in the area
- ■ Procedure for TFR modifications

Shutdown Procedures:

☐ Be Sure To:
- ■ Plan closure to tower in advance
  Note: FAA needs lead time for tower closure procedures to be put in effect
- ■ Close out NOTAM
- ■ Notify units throughout agencies of tower closure
- ■ Close out aircraft resource order for temporary tower

NOTES

TEMPORARY TOWER REQUEST FORM

(Note - this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide (www.fs.fed.us/r6/fire/aviation/airspace) . Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC), through established ordering channels.

I. GENERAL INFORMATION:
Incident Name _____ Management/Fiscal Code _____

Resource Order Number _____ Request Number _____ Date _____

II. POINTS OF CONTACT

                                Name/Agency   Telephone

Ordering Unit _____   _____

Air Ops/Air Support _____   _____

Local or Expanded Dispatch _____   _____

Geographic Area Coordination Ctr_____   _____

National Interagency Coordination Ctr_____   _____

FAA POC at ROC _____   _____

Name / Phone Number of Airport Owner / Operator_____

Has the Airport Owner been notified?   YES   NO

Requested Operational Hours: _____

Estimated Length of Duration: _____

III. SUPPORT INFORMATION
Closest City/Town _____   State _____

Where is the proposed location of the temporary tower (Select one or explain):

        Airport Name & FAA Code_____Helibase_____

        Incident Command Post _____Other_____

Is a facility available on site for use as a tower (Select one or explain)?

        FBO Site/Room rental/etc_____Rental Trailer _____

        Facility to be built on site_____Other _____

Conditions to expect for overnight at site: Camp _____ Hotel_____

Is a vehicle (Gov't or rental) available for tower personnel?   YES   NO

Please attach detailed driving directions to the reporting site

Note Road closures, hazardous conditions, easiest route of travel, etc

IV. EQUIPMENT SURVEY - Refer to Chapter 11 checklist / Interagency Airspace Coordination Guide
What equipment do you currently have (radios, etc) for use by tower personnel?

What equipment do you need? (radios, etc)

Have you completed an inventory of equipment?

NOTES